



Project Number: P284

LDS II:

P20 Postsecondary Enrollment Data & Reporting

Project Charter

Version 1.1

04/12/2010

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I) LDS II: P20 Postsecondary Enrollment Data & Reporting

II) Project Summary

The goal of the Wisconsin Longitudinal Data System's Postsecondary Enrollment Data & Reporting project is to integrate postsecondary enrollment and completion data from the National Student Clearinghouse into the Longitudinal Data System data warehouse for research, analysis and reporting.

The existing LDS Student Key provides a method to link between the postsecondary enrollment data and the K-12 data existing in the data warehouse today. This link will drive longitudinal research and analysis to enable school and district improvement and create a richer picture of individual student performance over time.

By enriching the Longitudinal Data System with postsecondary enrollment information, the Wisconsin Department of Public Instruction will be moving towards meeting ARRA SFSF requirements as defined by the America COMPETES Act while supporting agency efforts for Every Child a Graduate. As a sub-project of the Longitudinal Data System II project, DPI will also be completing work defined in the LDS II work plan.

Additional information about the LDS Project can be found on the [LDS Homepage](#).

III) Project Scope

The scope for the first phase of the project will include preliminary analysis to determine data and reporting requirements for DPI at the SEA level. Once the requirements have been determined and an initial project plan created, development scope may be narrowed down based on effort of work and completion time. For example, based on analysis the scope of the reporting effort may be limited initially to public reporting and the reports needed to meet the requirements of the America COMPETES Act. The final development scope will be captured in the Design Specification Document.

The scope for the first phase of the project will also include analysis to determine the implementation and communication plans to enable the LEA's to utilize the NSC for postsecondary enrollment data and reporting.

The overall project scope will include tasks from each phase of the data warehouse lifecycle.

IV) Project Objectives

The high-level objectives of this project include

- taking the first step in integrating postsecondary data into the LDS Data Warehouse,
- meeting the requirements of the ARRA SFSF and the SLDS 2009 Grant, and
- creating reports for research and analysis.

Below is a detailed outline of what needs to be completed to meet these overall objectives.

Process & Management

1. Create detailed plan for incorporating enrollment data from the Clearinghouse into the LDS data warehouse in order to enable new analysis and research opportunities.
2. Create the foundation and deliverables on which the development team can jumpstart their effort to design and build this system.
3. Identify and document risks, issues, and constraints associated with the development effort.
4. Determine the process and controls needed for the Department of Public Instruction and the National Student Clearinghouse to communicate with each other to submit and receive data files.
5. Investigate how the new data could benefit teams throughout DPI and other State agencies and how to establish and build upon this relationship.

Source Data

1. Determine the input and output files for exchanging data with the National Student Clearinghouse.
2. Determine the population or cohort of students and the business rules needed to submit DPI data to the National Student Clearinghouse.
 - a. Example Questions to Answer
 - What does persistence mean? If a student only has 1-record in the file with no subsequent enrollments, can we deduce that the student did not persist in higher-education?
 - What does on time enrollment mean? If a student enrolls in a postsecondary institution by May 31 following graduation, have they enrolled in higher education on time? Or should November 1st be the date to indicate on time enrollment?
 - If we utilize the logic above, do we still track anytime enrollment?

Database / ETL

1. Determine the database specifications for incorporating the postsecondary enrollment data into the Longitudinal Data System data warehouse.
2. Determine the logic and business rules associated for incorporating the postsecondary enrollment data into the Longitudinal Data System data warehouse.
3. Determine logic for public reporting. Does it need to be redacted? Can it be institutionally identifiable?

Reporting

1. Determine the questions we need to answer to satisfy all appropriate state, federal and grant reporting requirements.
2. Determine the questions the DPI would like to answer initially when the postsecondary enrollment data is linked to Wisconsin's K-12 data. Examples include:

- a. How many graduates continue education at the postsecondary level?
 - b. How soon following HS graduation do the students enroll? Where do they enroll?
Are there differences by subgroup?
 - c. What are the postsecondary enrollment rates by high-school?
 - d. What are the differences between stated plans vs. actual enrollment?
 - e. Do students persist in postsecondary education?
 - f. Do students receive degrees?
3. Determine the reporting tool or mechanism for distributing the data and information.
 4. Determine the communication method for public reporting and secured, student-level reports.
 5. Determine reporting requirements of the actual reports.

LEA Data Requests

1. Determine the implementation plan to enable the LEA's to request data and reports on local cohorts through the NSC.
2. Determine the communication plan for communicating what will be provided to them by the NSC contract and how they can utilize the data requests and reporting locally.

V) Roles and Responsibilities

1. **Agency Executive Sponsor:** Rick Grobschmidt
 - Provide project vision.
 - Ensure the project remains aligned with business needs.
 - Guarantee funding throughout the life cycle of the project.
 - Work to resolve issues that rise to this level.
 - Report project progress to the DPI Cabinet members.
2. **National Student Clearinghouse:** Don Gwinn
 - Work with DPI to finalize NSC contract.
 - Continue supporting the Department of Public Instruction's efforts to integrate the NSC data into the LDS.
 - Support Local Education Agencies in utilizing StudentTracker.
3. **LDS Project Steering Committee:** Rick Grobschmidt, Mike Thompson, Rod Packard, Jennifer Thayer, Lynette Russell, Phil Olsen, Paul Sandroch
 - Meet on a routine basis to review project status and provide input on direction and priorities.
 - Ensure the project remains aligned with the business needs of the Department of Public Instruction.
 - Act as project advocates.
 - Work to resolve project issues that need to be raised to this level. Provide those directly involved in the project with guidance on project issues.
 - Review and approve high-level design and development efforts.

4. LDS Project Manager: Melissa Straw

- Project Management
- Business Analysis
- Issue Tracking & Resolution
- Facilitate project working sessions.
- Assist in monitoring project scope and working to ensure scope creep does not prevent project success.
- Coordinate activities of the project team.
- Create project deliverables.
- Ensure that the project meets objectives and produces quality deliverables.
- Monitor and report on project progress to core project team, key stakeholders, subject matter experts, project steering committee, and the project sponsor group.
- Act as project advocate.

5. Core Project Planning Team

- Team Members
 - Business Systems Analyst: John Delap
 - Education Consultant: Laura Pinsonneault
 - Progress Tracking, Auditing and Quality Assurance: Jeff Monien
- Role
 - Provide input to the goals and objectives
 - Identify assumptions, risks, and constraints.
 - Lead, participate in and sign off on analysis, requirements definition, and final validation.
 - Lead and participate in determining technical solution.
 - Lead and participate in issue resolution.
 - Lead and participate in documentation efforts.
 - Lead and participate in testing.
 - Verify all requirements for the reporting solution, data integration and security solution have been met.
 - Lead, participate in, and provide support for production implementation.

6. Project Implementation Teams

- SEA/LEA Key Stakeholders / Subject Matter Experts / Content Team
 - People
 1. DPI Business Areas & Participants
 - a. Scott Jones, Jeff Pertl, Sheri Pollock, Kay Ihlenfeldt
 - b. WEOP: Laurie Rasmussen
 - c. OEA: Phil Olsen
 - d. Early Childhood: Jill Haglund
 - e. Special Education: Nancy Fuhrman
 - f. Career and Technical Education: Sharon Wendt
 - g. Content and Learning: Paul Sandrock
 - h. LTCL: Jean Whitcomb
 - i. Applications Development: Jim Henning
 2. LEA Participants
 - a. School Districts (2-3): Possibilities include Madison-L, Racine-L, LaCrosse-M, Ashwaubenon-S, Prairie Farm-T

- Role
 1. Provide input to the goals and objectives
 2. Participate in analysis, requirements definition, and final validation.
 3. Participate in the design of report specifications.
 4. Participate in issue resolution.
 5. Participate in testing phases.
- Technical Team
 - People
 1. Data Modeler
 2. Database Architect
 3. ETL Developer
 4. Report Developer
 - Role
 1. Provide input to the goals and objectives
 2. Participate in determining technical solution.
 3. Participate in development of technical solution
 4. Participate in issue resolution.
 5. Participate in technical documentation efforts.
 6. Participate in testing phases.
 7. Implement and support solution in production.
- Communications Team
 - People
 - Role
 1. Creates user documentation.
 2. Primary communication with districts and CESAs.
 3. Participate in testing phases.
 4. Support solution production including managing LDSHelp email box.

VI) High Level Deliverables

1. Internal Communication Plan
 - a. The Project Charter will be distributed to the Steering Committee, CORE Project Planning Team, and the Project Implementation Teams.
 - b. A Kickoff Meeting will be held.
 - c. Project updates will be communicated within the LDS II Project Monthly Dashboard Reports for DOA.
 - d. Project updates will be communicated within the LDS II Project Status Report Summary which is distributed to the Steering Committee and the CORE Project Planning Team.
 - e. Minutes from all meetings will be documented and placed in a shared folder.
2. External Communication Plan
3. Work Breakdown Structure
 - a. Tasks
 - b. Timeline
 - c. Budget

- d. Resources
- e. Time & Effort
- 4. Business Design: Requirements Specification Document
 - a. Detailed Business Requirements to drive design and development.
 - b. Business Logic to drive design and development.
 - c. Decision Log
 - d. Report Mockups
 - e. Decision Log
- 5. Technical Design: Design Specification Document(s)
 - a. Any/all documents needed to for the development phase of the project.
 - b. Business Process Specifications
 - c. Issue Log
 - d. Decision Log
 - e. File Layouts and File Transfer
 - f. Data Model
 - g. Database and/or Datamart Specifications
 - h. ETL Specifications
 - i. Load Process
 - j. Reports
 - k. Security
 - l. Documentation/Presentations
- 6. Quality Assurance / Testing Plan
- 7. Implementation Plan
- 8. Operations Plan – to include Change Management and maintenance task list, resources, and effort
- 9. Post Implementation Review Meeting – discuss lessons learned, what went well and processes we can improve.
- 10. Post Implementation Review Report

VII) Assumptions

- Funding from the LDS II grant will be used to contract with the National Student Clearinghouse for the first 2 years.
- This contract will enable the DPI to exchange an unlimited number of data files with the NSC to obtain postsecondary enrollment information on Wisconsin high-school graduates who continue on with their education. DPI will be able to supplement its Longitudinal Data System with this information as well as to provide state-wide reports at different levels back to our high schools.
- The agreement will also allow each individual high-school to obtain similar data on groups of students for local analysis. Each high-school will be able to supplement their individual systems with this information for their local analysis. The NSC will also provide each high-school with a plethora of reports from the NSC detailing the post-secondary trends of their specific students. The NSC will provide training and support for each local educational agency during the file exchange process.

- This agreement will also allow other state agencies to submit post-secondary data requests on a pre-determined group through the NSC.

VIII) Constraints

- Sole Source Completion and Approval
- Contract Completion and Approval
- Completion date communicated to Superintendent for reporting on Postsecondary Enrollment Data is June 30, 2010.
- Required reporting date for Postsecondary Enrollment Data is based on the 2011 reporting requirements within the America Competes Act and ARRA funding.
- Will not address remedial coursework questions or non-college outcomes.

IX) Parking Lot

- Other non-LEA stakeholders.
 - i. DCF
 - ii. DWD
 - iii. WCER
 - iv. WISCAPE
 - v. WAICU
 - vi. WTCS
 - vii. UWS
- Wisconsin postsecondary institutions who are not participating members in the NSC.
- Sustainability – The LDSII grant will be able to fund the purchase of two years of products and services from the National Student Clearinghouse. The grant will also be able to fund the resources to complete the data integration and reporting tasks. After the two-year period an additional funding source will need to be found to purchase additional years of products and services from the National Student Clearinghouse. The same resources may or may not be available to complete the data integration and reporting tasks.